

**CITY OF ATLANTA  
BID  
ADVERTISEMENT**

Sealed bids for **FC-7665-04 CITYWIDE JANITORIAL SERVICES**, will be received by designated staff of the Department of Procurement (“DOP”), at 55 Trinity Avenue, City Hall South, Suite 1790, Atlanta, Georgia 30303, on **Wednesday, August 25, 2004**.

**ABSOLUTELY NO BIDS WILL BE ACCEPTED AFTER 1:59 P.M.**

**THIS PROJECT IS AN ELIGIBLE BIDDER PROJECT AS DEFINED IN §2-1443 OF THE ATLANTA CITY CODE OF ORDINANCES, AND NO BIDS SHALL BE ACCEPTED UNLESS THE BID IS SUBMITTED BY AN ELIGIBLE BIDDER AS APPROVED BY THE OFFICE OF CONTRACT COMPLIANCE.**

Bids will be publicly read at 2:00 P.M., in Suite 1900, 1<sup>st</sup> Floor, City Hall South, 55 Trinity Avenue, S.W., Atlanta, Georgia.

**Scope of Services:** The City of Atlanta (“the City”) is soliciting bids from qualified firms to provide all personnel equipment, tools, supplies, supervision and other items and services necessary to perform janitorial services as defined by specifications for janitorial and housekeeping services.

Bids must be submitted on the forms provided in the bid document and shall be sealed in envelopes, clearly marked and labeled with the formal contract number (FC#), the title of the project, full name and complete address of bidder and date and time bids are due. All bids must be hand delivered, mailed via United States Postal Service, or delivered by courier service. As indicated above, no facsimile(s) will be accepted.

All forms required by the **NOTICE OF REQUIRED SUBMITTALS** must be included with the bid. The bid shall contain the full name of each person, firm or corporation and the complete address.

Pre-bid conference will be held on **(TBA)** at the DOP’s Conference Room in Suite in 1900. There will be representatives from the Office of General Services, Department of Procurement, Risk Management and the Office of Contract Compliance available at the conference to discuss this project and to answer any questions. Bidders are urged to attend the conference.

General instructions, and plans for submitting bid packages for this project will be available **Thursday, July 15, 2004**, Monday through Friday 8:15 A.M. - 12:00 P.M. & 1:00 P.M. - 5:00 P.-M., in the DOP’s Plan Room, Suite 1900, City Hall, at a cost of \$25.00.

If you have any questions regarding this project, please direct them to Sean Holloway, Contracting Officer, at (404) 330-6204, or by email at [SDHolloway@atlantaga.gov](mailto:SDHolloway@atlantaga.gov), or Elsa Castro, Administrative Assistant, Sr. at [ECastro@atlantaga.gov](mailto:ECastro@atlantaga.gov).

The City reserves the absolute right to reject any and all bids and waive any technicalities at any time.

**The bid/proposal document cannot be downloaded. The bid/proposal document must be purchased in the Department of Procurement Plan Room.**